

---

---

REGULAR MEETING – MONDAY, AUGUST 4, 2008  
PLAZA CONFERENCE ROOM AT CITY HALL – 500 CASTRO STREET  
6:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 6:34 p.m. by Bruce Karney.

2. **ROLL CALL**

**Task Force Steering Committee Members Present:** Yvonne Farrell (6:59 p.m.), Sue Graham, Cynthia Kapphahn, Bruce Karney, James Kempf, Aileen La Bouff, Ignacio Martin-Bragado, Randy Potter and Janis Zinn.

**Task Force Steering Committee Members Absent:** Steven Bishop (excused), Deb Henigson (excused) and Marn Yee Lee.

**At-Large Members Present:** John Carpenter, Bruce England, Mark Gilkey, David Paradise, Elisa Peters, Esperanza Sanz-Escudero and Jeff Segall.

**General Public Present:** None.

**City Staff Present:** Steve Attinger, Environmental Sustainability Coordinator.

3. **ORAL COMMUNICATIONS FROM THE PUBLIC**—None.

4. **MINUTES APPROVAL**

**Motion**—M/S La Bouff/Graham—Carried 8-0; Farrell absent—Approve the minutes of the July 28, 2008 meeting.

5. **NEW BUSINESS**

5.1 **HIRING A CONSULTANT**

The Task Force discussed whether to hire William McDonough + Partners for a fee not to exceed \$5,000 or to engage The Climate Group for free.

**Motion**—M/S Graham/La Bouff—Carried 9-0—Engage The Climate Group to review the Task Force final report recommendations.

## 5.2 EDITORIAL COMMITTEE UPDATE

The editorial committee provided an update for the Task Force, including a presentation by James Kempf on the rationale behind the proposed report *Introduction*. Task Force members provided additional comments on the Introduction.

## 5.3 TASK FORCE SCHEDULE

The Task Force reviewed the schedule and adjusted it to accommodate a two-week review cycle by The Climate Group and a two-week editorial cycle by the copy editor.

- August 4: Draft of Introduction/Executive Summary is ready for review. Identify/hire copy editor. Style guide has been completed.
- August 10: WG drafts sent to consultant via Steve Attinger.
- August 11: No meeting.
- August 18: No meeting.
- August 22: Comments back from consultant.
- August 25: WG Chairs reconcile consultant comments and send directly to copy editor. No meeting.
- September 1: No meeting.
- September 4: First draft of final report from copy editor.
- September 5: First draft of final report posted publicly.
- September 8: Meeting. Deadline for public input; desired deadline for Task Force input.
- September 15: Meeting. Task Force votes to ratify final report.

**Motion**—M/S Karney/Kempf—Carried 9-0—Approve the schedule.

## 5.4 TASK FORCE CELEBRATION

The Task Force requested funds from the City for a celebration at the conclusion of its work. Steve Attinger indicated the Mayor was already

planning to hold a celebratory event for the Task Force and, thus, a "request for funds" would not be needed. The Task Force requested a date in October, discussed who to invite to the event and requested the event to be as environmentally friendly as possible, including vegetarian dishes.

#### **5.5 TASK FORCE'S FUTURE**

The Task Force discussed what might happen after its recommendations are delivered to Council in September, and whether the Task Force should recommend to Council that it continue beyond this point.

**Motion**—M/S Farrell/Zinn—Carried 6-0; Karney, Kempf and Martin-Bragado abstained—Recommend to the City Council to form a formal commission or committee focused on environmental sustainability issues.

#### **5.6.A WORKING GROUP FINAL RECOMMENDATIONS DISCUSSION**

The Built Environment Working Group received comments and answered questions about its draft final recommendations report.

#### **5.6.B WORKING GROUP FINAL RECOMMENDATIONS DISCUSSION**

The Communications, Green Business, Public and School Outreach Working Group received comments and answered questions about its draft final recommendations report.

#### **5.7 REVIEW OF FINAL REPORT INTRODUCTION**

This item was addressed, out of order, during Agenda Item 5.2. The Task Force provided comments on a first draft of the final report's *Introduction*.

#### **6. TASK FORCE/STAFF COMMENTS, QUESTIONS AND REPORTS—None.**

#### **7. ADJOURNMENT**

The meeting was adjourned at 10:52 p.m.

SPA/2/PWK  
916-08-04-08mn-E^